



Laurel, Maryland

Position Title: Counselor Trainee

Department: Counseling Services

Supervisor: Director of Treatment

Status: Full Time

Benefits:

- Competitive salary
- Comprehensive benefits package, including medical, dental, vision and 401(K)
- Generous paid time off
- Excellent work environment

General Job Description: Serves in the capacity of counselor trainee for the patient population, as a member of a multidisciplinary team. Is responsible for the monitoring of patients behavior and perform appropriate intervention strategies when necessary. All documents must be signed by Director of Treatment prior to entering in patient charts. Participate in shift change report and work closely with the on-duty nurse and treatment aide.

Responsibility/Function:

- Conducts brief TAP assessment on all patients entering the Hope House program.
- Formulates initial treatment plan for treatment phase including discharge planning for further treatment based upon ASAM criteria.
- Completes discharge summary narrative for all patients for placement in permanent patient record, including recommended discharge plans.
- Attends the daily clinical meeting to discuss placement of the patients in other levels of care.
- Provides individual motivational counseling for patients on a daily basis, based upon their physical/emotional and psychological status.
- Facilitates or co-facilitates assigned didactics/patient review groups as directed by the supervisor.
- Completes all required chart documentation consistent with Hope House policies and procedures.
- Participates in crisis intervention situations with patients as required by the situation. Documentation in patient's record of the crisis intervention and outcome.

- Provides orientation of new patients to Hope House. Goes over rules and explains procedures to new admissions.
- Monitors patient behavior per written guidelines. Records behavioral problems in the clients chart.
- Enforces established Hope House rules in an appropriate manner.
- Participates in shift change report with on-duty staff.
- Interacts with patients in a professional manner; demonstrates positive behaviors and serving as a role model for behavior change.
- Assists and participates in any special patient activities and recreational events including appropriate and required documentation of patient responses.
- Attends and participates in all in services, staff meetings, counselor meetings and clinical meetings as required by Hope House.
- Demonstrates Knowledge in and Compliance with all emergency and variance reporting requirements.
- Demonstrates appropriate knowledge and skill in safety, fire safety and security procedures at Hope House.
- Participates in counseling related course/workshops to maintain certification and competency standards.
- Participates in CQI related functions and monitoring as required by Department Supervisor.

Minimum Requirements: Associates Degree in the field of human services, or related field with course work specific to counseling chemical dependent clients, or a minimum of 15 credit hours in alcohol and drug counselor training from an accredited institution as specified by the Board of Certified Counselors. Must have Alcohol Drug Trainee Status approved by the Board of Professional Counselors and Therapists. Certified Associate Counselor–Alcohol and Drug (CAC-AD) or Certified Supervised Counselor-Alcohol and Drug (CSC-AD) working toward certification. Ability to work under stress, demonstrates flexibility, make appropriate judgments and demonstrate emotional stability.

Essential Functions: Require excellent written and oral communication skills, full attention to professional boundaries and ethics of counselors, adaptability to patient/client needs; time management skills; ability to serve as a team member.

Fax resume to: 301-490-2517 Attention Jim Goines

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